

**TABLE OF CONTENTS**

**TRAINING**

0801	Introduction
0802	Training for Investigators
0803	Training for Financial and Program Managers

**CHAPTER 8****TRAINING****0801 INTRODUCTION**

This chapter establishes policies and procedures for the training of individuals assigned to investigate potential and actual violations of the Antideficiency Act (ADA). To ensure efficiency in the investigation of, and reporting on, ADA violations, those involved in the investigation process must receive adequate training.

**0802 TRAINING FOR INVESTIGATORS**

One of the most important individuals involved in the investigation process of the Antideficiency Act violations is the investigator. It is the responsibility of each Department of Defense (DoD) Component to ensure that its ADA investigators are trained properly. Although each DoD Component is responsible for ADA investigator training, the Defense Finance and Accounting Service (DFAS) is available to develop supporting courses, if requested by the DoD Components. Investigator training courses developed by a DoD Component shall be coordinated with the DFAS. Training requirements for Antideficiency Act investigators are as follows:

080201. Completion of an Appropriations Law, or equivalent course, shall be a prerequisite for ADA investigators.

080202. ADA investigators shall be qualified to: interview witnesses, gather evidence, develop “facts,” document findings and recommendations, prepare reports of violation, recommend appropriate disciplinary action, meet timeframes established for the completion of an investigation, and recommend corrective actions. Chapter 5, Figure 5-1 of this volume also has a checklist which should be used by investigators.

080203. ADA investigators shall receive additional training on an as needed basis.

080204. DoD Components are encouraged to develop courses using interactive media or computers. A training handbook also may be used as a “hands-on” guide during an investigation.

080205. Once an individual completes appropriate training, his or her name shall be included on a roster of available ADA investigators maintained by each DoD Component. Data to be maintained on the roster for available investigators include the name, rank/grade, date initial training was received, organization to which assigned, functional specialty(ies), and number of investigations previously conducted. Controls shall be established to ensure that the required roster is kept current. The roster shall be used by DoD Components to select individuals to investigate potential violations of the Antideficiency Act.

080206. Upon completion of appropriate training; each individual shall receive a certificate stating that he or she has completed the training course. In order to continue to remain eligible to conduct investigations, individuals shall be required to renew their certificates every 5 years by attending a refresher-training course.

0803 TRAINING FOR FINANCIAL AND PROGRAM MANAGERS

DoD Components also shall provide appropriate training for its senior financial managers and program managers. The focus of this training shall include the basics of fund control and the ADA statute; the types of violations that can occur; the most frequent types of violations that occur within the Department and their causes; the requisite training, supervision, and oversight of personnel who perform financial management or programmatic functions; and methods for preventing violations. Video, computer courses or a handbook may be used for such training. The training shall be provided to these managers on a periodic basis to ensure currency of topics identified above.